

# Morgan County Local Emergency Planning Committee Bylaws



## Article I

**Name:** Morgan County Local Emergency Planning Committee, hereafter to be referred to as the LEPC.

## Article II

**Purpose:** The Morgan County LEPC is established to implement the provisions of *Title III of the Superfund Amendments and Reauthorization Act of 1986* (SARA); *The Emergency Planning and Community Right to Know Act* (EPCRA) of *Public Law 99-499*, dated 1986; supplemented by *West Virginia Code, Chapter 15, Article 5A*, and implemented by local authority.

## Article III

**Office:** The principle office shall be the Morgan County Commission Office located at 83 Fairfax Street, Berkeley Springs, WV 25411.

**Mailing Address:** Morgan County LEPC  
P.O. Box 28  
Berkeley Springs, WV 25411

**Telephone:** (304) 258-8540  
(304) 258-7305 FAX

## Article IV

**Membership:** Membership shall consist of 17 members, approved by the Morgan County Commission, with representation from each of the following groups:

1. elected State and local officials;
2. law enforcement, civil defense, fire fighting, first aid, health, local environmental, hospital, and transportation personnel;
3. broadcast and print media;
4. community groups;
5. owners and operators of facilities subject to the requirements of *West Virginia Code, Chapter 15, Article 5A*.

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Terms of members shall be three years upon appointment. Terms will initially be staggered to ensure a consistent level of experience within the organization.

All personnel on the LEPC shall serve without compensation, except for expenses incurred in the performance of duties away from the local area. Training is available through the West Virginia Office of Emergency Services, the Federal Emergency Management Agency, the Environmental Protection Agency, and other agencies and businesses offering emergency management training.

Primary members should submit the name of an alternate for their position. The alternate shall represent the primary member and shall be entitled to all rights and privileges assigned to the primary member when acting in that capacity.

## **Officers, Elections, and Terms of Office:**

**Officers** shall consist of a Chairperson, Vice-Chairperson and Secretary/Treasurer.

Chairperson: The Chairperson will preside over meetings, notify members of meetings, and present an agenda for meetings.

Vice-Chairperson: In the absence of the Chairperson, the Vice-Chairperson shall conduct meetings and other duties as requested by the Chairperson. The Vice-Chairperson shall help with exercises and coordination of first responder units in the county.

Secretary/Treasurer: The Secretary/Treasurer will present a sign-in roster at meetings, keep accurate minutes of all meetings, and assist the Chairperson and Vice-Chairperson as requested.

Officers will be elected annually and may succeed themselves, and there are no term limits. A nominating committee, selected by the membership, shall submit the names of candidates for the three named offices.

## **Article V**

**Meetings:** Meetings will be held quarterly on the third Tuesday of January, April, July, and October. Meetings will be held at the Morgan County Emergency Operations Center at 1258 Valley Road in Berkeley Springs. Notice of meetings, including a minimum of an agenda, date, time, and location, will be delivered to all members, and a meeting notice will be published in the local newspaper. The Chairperson or five members, as needed to facilitate the organization's mission, may call special meetings.

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**Quorum:** A quorum shall be determined as a minimum of five (5) members present. Members not able to attend a meeting shall ensure their alternate is notified and able to attend the meeting. If the alternate is unable to attend, the member should notify the Morgan County Office of Emergency Services of their inability to attend and present any information they wish conveyed to the committee.

## Article VI

**Miscellaneous:** The Morgan County LEPC Fiscal Year shall be the same as the West Virginia Fiscal Year, beginning July 1, and ending June 30<sup>th</sup> of each year.

**Amendments:** Amendments to, repeal of, and/or replacement of, the *Bylaws*, by the committee, shall be by a majority vote of the quorum membership present at a meeting.

**Severability:** Each article, section, and/or sub-section of these *Bylaws* is to be treated independently. Should a particular article, section, or sub-section be found to be invalid, such invalidity shall not impact upon the remainder of the *Bylaws*.

## Article VII

**Effective Date:** These *Bylaws* of the Morgan County Local Emergency Planning Committee are adopted this 20<sup>th</sup> day of April, 2004 at its regular meeting in Berkeley Springs, West Virginia by a majority vote of the members.

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David A. Michael, Chairperson

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Date

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Glen R. Stotler, President – Morgan County Commission

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Date

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Robert L. Ford, Commissioner

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Date

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Thomas R. Swaim, Commissioner

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Date

# Morgan County Local Emergency Planning Committee Bylaws

The following personnel are appointed by the Morgan County Commission as official members of the Morgan County Local Emergency Planning Committee effective July 1, 2004:

1. ***Elected Official*** - Morgan County Commission President or designee (**Glen R. Stotler**)-1 year term;
2. ***Elected Official*** - Town of Bath Mayor or designee (**Susan Webster**)-2 year term;
3. ***Elected Official*** - Town of Paw Paw Mayor or designee (**Charles Gordon**)-3 year term;
4. ***Law Enforcement*** - Morgan County Sheriff or designee (**Ronald McIntire**)-1 year term;
5. ***Civil Defense (Emergency Management)*** - Morgan County OES Director or designee (**David A. Michael**)-2 year term;
6. ***Fire Services*** - Morgan County West Virginia Volunteer Emergency Association President or designee (**Thomas Stinebaugh**)-3 year term;
7. ***First Aid (EMS)*** - **Daniel G. Duckwall** (Morgan County Rescue Service, Inc.)-1 year term;
8. ***Health*** - **Kim Hook** (Morgan County Health Department)-2 year term;
9. ***Local Environmental*** – **Rhod Mills** (West Virginia Division of Environmental Protection)-3 year term;
10. ***Local Environmental*** – **Rebecca McLeod** (Natural Resource Conservation Service)-1 year term;
11. ***Hospital*** – **Neil McLaughlin** (War Memorial Hospital)-2 year term;
12. ***Transportation*** – West Virginia Division of Highways Morgan County Highway Supervisor or designee (**John Coleman**)-3 year term;
13. ***Transportation*** – Morgan County Schools Transportation Supervisor or designee (**John Gue**)-1 year term;
14. ***Media*** – **John Douglas** (The Morgan Messenger)-2 year term;
15. ***Community Groups*** – Morgan County Chapter of American Red Cross President or designee (**Vernon Franklin**)-3 year term;
16. ***Facility Owner or Operator*** – **Heather Haldeman** (Blue Flame, Inc.)-1 year term;
17. ***Facility Owner or Operator*** – **Scott Michael** (TSF Limited Liability)-2 year term.